



Facilities Management
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DATE: March 26, 2010

TO: HONORABLE MAYOR ASHLEY SWEARENGIN

THROUGH: BRUCE RUDD, Interim City Manager 

FROM: KENNETH A. NERLAND, Director 
General Services Department

SUBJECT: CITY MANAGER'S POLICY
STADIUM SKYBOX/LUXURY SUITE INFORMATION 2010

The 2010 season for the Grizzlies is here. The following information is a reminder of Policy, other information and the Luxury Suite schedule for 2010. The management and maintenance of this process lies with GSD/Facilities & Major Projects Division.

POLICY

The City shall only provide a ticket to, or at the request of a public official, under any of the following City public and governmental purposes:

1. Promotion of local and regional businesses, economic development and tourism activities, and of job creation opportunities within the City.
2. Promotion of City-controlled or sponsored events, activities, or programs.
3. Promotion of community programs and resources available to City residents, including non-profit organizations and youth programs.
4. Promotion of fundraising activities by non-profit organizations to support programs and activities benefiting City residents.
5. Encouragement and reward for significant academic, athletic, or public service, achievements by City students, residents, or businesses.
6. Promotion of City-owned facilities, businesses, and resources.
7. Promotion of intergovernmental relations with elected or appointed officials from other jurisdictions, including foreign officials, dignitaries, their staff members and guests.

8. Recognition or reward for meritorious services by City employees to promote enhanced City employee performance or morale.
9. Any purpose similar to above included in any City contract or Council action.

Official City business does not include:

1. Personal uses or benefit, such as for family members, spouses, significant others, children, relatives, or friends. Examples would be to celebrate birthdays, graduations, anniversaries, family gatherings, or reunions.
2. Campaign purposes.
3. Personal business.

TICKET POLICY

Tickets will be distributed in the following manner:

1. Mayor and Council Members: Twelve (12) tickets for seven (7) days each may be distributed to or at the behest of the Mayor and each Council Member. The dates are randomly selected. A total of 56 days have been reserved.

The balance of days will be as follows:

2. Downtown & Community Revitalization Department: Seven (7) days are reserved.
3. City Departments/Staff: Four (4) days are reserved. Employees are randomly selected from the Employee of the Quarter, PRIDE Program.
4. Community Groups/Non-Profits: Five (5) days are reserved. These tickets may be used for fundraising purposes.

The City desires to maximize the effective use of the tickets for Downtown & Community Revitalization Department efforts. As such, priority will be given to the Downtown & Community Revitalization Department for scheduling purposes; it may be necessary to trade dates to meet the Department's critical opportunities and activities. Every effort will be made to be sensitive to plans or arrangements that have been completed with regard to Mayor and Council reserved dates.

REPORTING

The Mayor's office, City Council Members, and the Downtown & Community Revitalization Department are required to fill out **Section 3 or 4 of the California Form 802, Tickets Provided by Agency Report**. This report will be provided for each set of

tickets by the Facilities & Major Projects Division and must be returned no more than seven (7) days after the recipient has been identified.

The Facilities & Major Project Division will be responsible for completing the report for the tickets given to City Departments/Staff and Community Groups/Non-profits. All completed forms will be posted on the Facilities & Major Projects website in accordance with the Fair Political Practices Commission's Form 802 policy.

SKYBOX/LUXURY SUITE EXPENSES

The cost for food, beverages, and additional tickets is the responsibility of the owner of that date.

BENEFITS

Some of the benefits of this process are:

1. Full use of the Luxury Suite on designated game days.
2. Focus and priority on Downtown & Community Revitalization
3. Supporting the mutual interest of the organizers which allows for networking and business discussions with the appropriate levels of confidentiality.
4. Simplified approach providing maximum use of Luxury Suite benefits.
5. Equitable distribution of Luxury Suite use among elected officials, city employees, and community partners.

OTHER ISSUES

1. **Tickets:** The distribution of all tickets is coordinated through the Facilities & Major Projects Division (FMP). Your main contact is Melodee Schwamb at 621-1212
2. **Additional tickets:** A maximum of six (6) additional tickets can be purchased. The cost is \$15.00 per ticket and will be the responsibility of the owner of that date. These tickets need to be reserved and will be available at the Will Call window next to the VIP entrance. Contact the Grizzlies' ticket office at 320-8497.
3. **Food/Beverages:** It is recommended that all orders be placed at least two (2) business days prior to games. Last minute, short notice, event day items are available by contacting Kortney Blackwell at 320-2558. When ordering, please refer to the full Luxury Suite Menu which was included with your tickets packet.

4. **Switching dates:** All date switching or sharing needs to be communicated to FMP so they are aware of who will be responsible for which dates.

If you have additional concerns or questions about the Skybox/Luxury Suite use, please contact Melodee Schwamb at 621-1212.

Attachments: Title 2, California Code of Regulations Section 18944.1

Resolution 2009-80

California Form 802 (to be completed and returned to FMP)

Luxury Suite Use Schedule for 2010